EMPLOYMENT OPPORTUNITY
ANNOUNCEMENT NUMBER: HCMALL 14/04A
This announcement is for a full performance level. The position is also advertised at a trainee level.
Please see the ANNOUNCEMENT NUMBER HCMALL 14/04B for reference.

OPEN TO: All interested candidates

POSITION: **Visa Clerk, FSN-6**

OPENING DATE: February 20, 2014

CLOSING DATE: March 06, 2014

WORK HOURS: Full-time, 40 hours/week

LENGTH OF HIRE: Long term. Actual filling of the position is contingent upon the availability of funds.

ANNUAL SALARY: Ordinarily Resident: **US$6,675.00 (Starting salary)**
(Position Grade: FSN-6)

The Consulate General of the United States of America in Ho Chi Minh City is seeking an individual for employment for the Visa Clerk position in its Consular Section/ Immigrant Visa (IV) Unit.

NOTE: ALL APPLICANTS WHO ARE NOT FAMILY MEMBERS OF U.S. GOVERNMENT EMPLOYEES MUST HAVE REQUIRED WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTIONS OF THE POSITION
Incumbent of this position must screen incoming documentation and information from a variety of sources to organize and track visa requests accordingly to a relatively complicated set of laws and procedures so that the Consular Officer can make decisions and ensure that the legal requirements of the application have been met. The incumbent will also serve as the waiting room facilitator.

Please contact the Management Office at 3520-4200 X4342/4454 for further inquiries.

QUALIFICATION REQUIREMENTS
NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Completion of secondary school is required.
(2) Must have at least two years of previous experience in administrative work with extensive public contact.
(3) Must have knowledge of U.S. immigration law and regulations, visa processing guidelines and general office management practices.
(4) Must be able to deal with the public with patience and tact and to work under pressure.
(5) Must demonstrate basic consular computer and Microsoft applications (this will be tested).
(6) Level 3 (Good working knowledge) Speaking/Reading/Writing English is required (this will be tested). Level 4 (Fluent) Speaking/Reading/Writing Vietnamese is required.

SELECTION PROCESS
When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA
Please see post eligibility & qualification requirements on the Management Office bulletin board/intranet (Sharepoint) or on the Consulate website **http://hochiminh.usconsulate.gov/jobs.html**.

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

6. The candidate must be able to obtain and hold U.S. Mission Regional Security Office (RSO) and Health Unit clearances.

HOW TO APPLY
Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff (DS-174). Candidates may send a current résumé or curriculum vitae that provides all the information on the DS-174 (please refer to Appendix B for further details) in order for the candidate to receive consideration for this vacancy. The DS-174 form is available on the U.S. Consulate website **http://hochiminh.usconsulate.gov/jobs.html.** Paper copies are available from Security Guard at the U.S. Consulate in Ho Chi Minh City, 04 Le Duan Street, District 1 between the hours of 8:00 A.M. - 5:00 P.M., Monday through Friday.

2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification.

SUBMIT APPLICATION TO
Management Office
U.S. Consulate General, 04 Le Duan Street
District 1, Ho Chi Minh City
Tel. 84-8-3520-4342/4454
Fax: 84-8-3520-4233

CLOSING DATE FOR THIS POSITION: MARCH 06, 2014.
(All applications must be received by the closing date to receive consideration. Please wait to hear from us within 4 weeks from the closing date.)

The U.S. Mission in Vietnam provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.